



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of the Director

Washington, D.C. 20531

MAY 29 2015

MEMORANDUM FOR THE ATTORNEY GENERAL

**THROUGH:** THE DEPUTY ATTORNEY GENERAL *[Signature]* 7-27-15

**THROUGH:** THE ACTING ASSOCIATE ATTORNEY GENERAL *[Signature]* 7/1/15

**THROUGH:** *for* Lee J. Lofthus *[Signature]*  
Assistant Attorney General for Administration  
Justice Management Division

**THROUGH:** *for* Karol V. Mason *[Signature]*  
Assistant Attorney General  
Office of Justice Programs

**FROM:** Denise E. O'Donnell *[Signature]*  
Director  
Bureau of Justice Assistance

**SUBJECT:** Renewal Charter for the Medal of Valor Review Board

**PURPOSE:** To obtain the Attorney General's approval and signature for the renewal of Charter of the Medal of Valor Review Board

**TIMETABLE:** As soon as possible

**BACKGROUND:** This memorandum requests your approval to renew the Charter of the Medal of Valor Review Board ("Board") as mandated by Congress under the Public Safety Act of 2001, Pub. L. 107-12, 115 Stat. 20 (May 30, 2001) (hereinafter "Act"). The Office of Justice Programs provides administrative support services to the Board pursuant to the Federal Advisory Committee Act, 5 U.S.C. App. II.

**RECOMMENDATION:** That the Attorney General sign the attached Charter to approve the renewal of the Board. This action would give the Board a two-year period in which to operate.

MEMORANDUM FOR THE ATTORNEY GENERAL  
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APPROVE: 

DISAPPROVE: \_\_\_\_\_

OTHER: \_\_\_\_\_

DATE: August 3, 2015

Enclosure

## **Charter of the Medal of Valor Review Board**

### **1. Committee's Official Designation**

Medal of Valor Review Board (hereinafter, "the Board").

### **2. Authority**

The Public Safety Officer Medal of Valor Act of 2001, Pub. L. 107-12, 115 Stat. 20 (May 30, 2001) (hereinafter, "the Act").

### **3. Objectives and Scope of Activity**

In compliance with the Act, the Board shall select candidates to recommend as recipients of the Medal of Valor from among those applications received by the National Medal of Valor Office. These recommendations will be based on an evaluation of the information provided which supports that the candidates demonstrated extraordinary valor above and beyond the call of duty. Not more often than once each year, the Board shall present to the Attorney General the name or names of those it recommends as Medal of Valor recipients.

### **4. Description of Duties**

Board Members shall engage in meetings in order to deliberate on candidates for the Medal of Valor, as well as to address other issues necessary to carry out the objectives of the Act. The Board Chair shall collaborate with the Designated Federal Officer to ensure the effective operation of the Board. The Board shall apply its collective expertise and experiences when selecting candidates to recommend and will determine and set an annual timetable for fulfilling its duties under the Act.

### **5. Agency or Official to Whom the Committee Reports**

The Board shall report to the U.S. Attorney General or to his or her designee(s).

### **6. Support Services**

The U.S. Department of Justice shall provide all necessary support services for the Board.

### **7. Estimated Annual Operating Costs**

The annual operating costs associated with supporting the Board's functions are estimated to be \$80,000 per year. This estimate in part includes .3 FTEs for supporting the activities of the Board, review activities, travel, meeting expenses, and the recipient ceremony.

**8. Designated Federal Officer (DFO)**

A full-time permanent employee, appointed in accordance with agency procedures, will serve as the DFO (or alternate DFO). The DFO will approve or call all of the advisory committee's meetings (and any subcommittees should they be created), prepare and approve all meeting agendas, attend all committee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

**9. Estimated Number and Frequency of Meetings**

The Board shall meet at the call of the Chairman of the Board, not less than twice each year. All other conduct of the business of the Board shall be fixed by the Bylaws of the Board, or fixed in a manner provided by the Bylaws, so long as such rules of conduct are not inconsistent with the Act or other applicable law.

**10. Duration**

The Board shall select candidates as recipients of the Medal of Valor from among those eligible applications received by the National Medal of Valor Office during the open application submission period. Not more often than once a year, the Board shall present to the U.S. Attorney General the name or names of those it recommends as Medal of Valor recipients. The duration of its activities is deemed to be "continuing."

**11. Termination**

The existence of the Board is continuing in nature and will be required indefinitely with no fixed termination date. This Charter shall expire 2 years after its effective date and is subject to renewal.

**12. Membership and Designation**

The Board shall be composed of 11 members, each serving a 4-year term. Each member must have knowledge of and expertise in the field of public safety, whether by experience or training. Two members each shall be appointed by the Majority and Minority Leaders of the Senate; two shall be appointed by the Speaker of the House of Representatives; two shall be appointed by the Minority Leader of the House of Representatives; and three shall be appointed by the President, including one with experience in firefighting, one with experience in law enforcement, and one with experience in emergency services. Any vacancy in the membership of the Board shall not affect the powers of the Board and shall be filled in the same manner as the original appointment.

The Board shall, by majority vote, elect a Chairman from among its members.

The term of the Chairman shall be established within bylaws created by the Board.

**13. Subcommittees**

The DFO has the authority to create subcommittees which would report back to the Medal of Valor Review Board as necessary. Such subcommittees would not provide advice or work products directly to the National Medal of Valor Office.


**14. Recordkeeping**

The records of the committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**15. Filing Date**

August 3, 2015

DATE



Loretta E. Lynch  
Attorney General  
U.S. Department of Justice